

CSC Adopted: October 2001 , CSC Revised: _____**Class Title: Fiscal Manager I****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Oversees the operations of the Division's financial system. Provides technical assistance and makes recommendations for improvement to the computer system. Manages the accounts payable system, cash disbursements, and approves financial transactions.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	S	Provides technical assistance and training to employees by administering the accounts payable hotline, making recommendations for improvements, and training employees on the computerized financial system.
2	S	Administers the quality assurance program by managing staff, reviewing disbursements and checks, and making changes to standards and the computer system.
3	S	Approves financial transactions and administers accounts payable operations by resolving vendor problems, supporting staff and answering questions, disbursing checks, and maintaining files.
4	S	Administers the Procurement Card Program by reviewing statements, providing training, issuing cards, and maintaining control over program.
5	S	Performs related duties by preparing journal vouchers and corrections to accounts payable general ledger accounts, closing contract encumbrances at year end, and providing support to external auditors during year end audit.

CSC Adopted: October 2001 , CSC Revised: _____**CLASS REQUIREMENTS:**

CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent.
Experience	Two years experience in Accounting.
Certifications and Other Requirements	N/A
Reading	Work requires the ability to read policies and procedures.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write correspondence, and policies and procedures.
Managerial	Managerial responsibilities include overseeing the financial information system, delegating work, and developing staff.
Budget Responsibility	N/A
Supervisory / Organizational Control	Work requires supervising and monitoring performance for a regular group of employees in a work unit including providing input on hiring/disciplinary actions and work objectives/effectiveness, and realigning work as needed.
Complexity	Work is governed by broad instructions, objectives and policies. Work requires the exercise of considerable initiative and independent analytical and evaluative judgment.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

CSC Adopted: **October 2001** , CSC Revised: _____**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary X	Light	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Presentations, training, filing
Sitting	F	Computer, desk work, training
Walking	F	Inter-office, to/from other buildings
Lifting	O	Files, boxes
Carrying	O	Files, boxes
Pushing/Pulling	O	Bulk files
Reaching	O	On shelves for files
Handling	F	Files, boxes, paperwork
Fine Dexterity	C	Computer keyboard, telephone keypad
Kneeling	O	Retrieving files
Crouching	O	Retrieving files
Crawling	N	
Bending	O	Retrieving and picking up files
Twisting	O	Retrieving files
Climbing	O	Stairs
Balancing	O	Stairs
Vision	C	Computer, desk work, reading, filing
Hearing	C	Staff, supervisor, vendors, training, presentations
Talking	F	Staff, supervisor, vendors, training, presentations
Foot Controls	N	
Other (specify)	N	

CSC Adopted: **October 2001** , CSC Revised: _____**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Computer, Standard Microsoft Windows and Office software, GUI system, fax machine, laser or inkjet printer, telephone

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Dirt and Dust	S
Chemical Hazards	N	Extreme Temperatures	S
Electrical Hazards	N	Noise and Vibration	N
Fire Hazards	N	Fumes and Odors	N
Explosives	N	Wetness/Humidity	N
Communicable Diseases	N	Darkness or Poor Lighting	S
Physical Danger or Abuse	N		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	--

(1)

(2)

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	N
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	N
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	R
Other (see 3 below)	N

(3)